

PROGRAMS



SPECIAL CATEGORY SCHOOLS

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Bay Mills Community College

PROGRAM NAME	TCH.			PROGRAM NAME	TCH.		
	CIPCODE	CERT	CREDITS		CIPCODE	CERT	CREDIT
LEVEL - 1							
CORRECTIONS OFFICER ACADEMIC PROGRAM	43.0102	No	15				
NISHNAABEMWIN PANE IMMERSION DIPLOMA	16.1001	No	234				
LEVEL - 2							
MEDICAL OFFICE	51.0716	No	37				
LEVEL - 3							
BUSINESS ADMINISTRATION	52.0201	No	69				
COMPUTER INFORMATION SYSTEMS	11.0301	No	67				
CONSTRUCTION TECHNOLOGY	46.9999	No	65				
CRIMINAL JUSTICE CORRECTIONS EMPHASIS	43.0199	No	66				
EARLY CHILDHOOD EDUCATION	13.1210	No	69				
EDUCATION	13.1299	No	62				
GENERAL STUDIES	24.0102	No	66				
GREAT LAKES NATIVE AMERICAN STUDIES	05.0202	No	65				
HEALTH & FITNESS	31.0505	No	70				
SOCIAL SCIENCE	45.0101	No	69				

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INTRODUCTION

MICHIGAN CAREER AND TECHNICAL INSTITUTE

The Michigan Career and Technical Institution (MCTI), a program within the Michigan Department of Licensing and Regulatory Affairs (LARA) and Michigan Rehabilitation Services, conducts vocational and technical training programs. MCTI also provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

A separate entity from the traditional community college or technical school, MCTI has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art job training for business and industry today. MCTI operates under the auspices of the LARA. It is one of only eight comprehensive rehabilitation training centers in the United States.

The campus — located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological, and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather.

At a reasonable cost, a two- and three-bedroom housing complex and day care center are available on campus for students with children. Depending on aptitude and interest, students may choose to enroll in one of several technical training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association – Commission on Accreditation and School Improvement (NCA-CASI) and by the Commission on Accreditation of Rehabilitation Facilities (CARF).

PROGRAMS OF MICHIGAN CAREER and TECHNICAL INSTITUTION

Automotive Technology

Along with established academic and hands-on training, MCTI's Automotive Technology program operates like a small repair and auto parts business. All students are trained in basic shop practices and have hands-on experience working on vehicles.

Students may train in the diagnosis and repair of brakes, suspensions, and electrical, heating/air conditioning, and engine performance systems, working toward state of Michigan and national (ASE) certifications. The program is based on the National Automotive Technicians Education Foundation (NATEF) competency standards.

Students may also focus on the customer service side of the auto parts business. These students practice basic cataloging, inventory management and merchandizing skills. These students must complete a five (5) week work internship.

Cabinetmaking/Millwork

MCTI's Cabinetmaking/Millwork Program is one of the best-equipped shops in the country for cabinetmaking and millwork training. Students are trained in the operation of state-of-the-art CNC panel processing equipment, spindle molders, profile grinders, and numerous other woodworking machines. Students work on individual as well as production projects.

Certified Nurse Assistant

In the Certified Nurse Assistant (CNA) program, students learn to care for patients in a caring and compassionate manner. Students first learn patient care techniques in a simulated lab environment, followed by a clinical rotation at a nursing home. Upon completion of the program, students are offered study and practice sessions to prepare for the state of Michigan competency exam.

Culinary Arts

MCTI's Culinary Arts Program operates the Pine Cove Restaurant on campus. Students gain experience in the restaurant setting and also work in the school cafeteria, where they learn large-quantity food preparation, breakfast cookery, and serving. The program offers the required classes for chef certification, ServSafe, nutrition and supervision. The program is accredited by the American Culinary Federation's Secondary Accrediting Committee.

Custodial

MCTI's Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Through the use of up-to-date equipment, students apply the skills learned at on-campus job stations. Through hands-on training, students gain experience in daily cleaning and floor maintenance, stripping of floors, restroom sanitation, daily carpet cleaning and shampooing, and using and maintaining equipment. Students are also trained to follow work schedules and keep inventory.

Customer Service

In the Customer Service Program, students work in a simulated customer service environment utilizing a telephone and a computer to learn all aspects of customer service including problem solving, telephone techniques and etiquette, computer concepts, and business correspondence. This hands-on training insures the student can work effectively on the computer while communicating clearly, resolving problems, and remaining tactful when handling complaints and satisfying customers.

Advanced students may also qualify to work in one of the MCTI offices or other internship opportunities available. Students within this department may take any courses listed with instructor approval.

Electronics

MCTI's Electronics program has a well-equipped electronics lab that provides up-to-date, hands on training. Students in the Electronics program learn entry-level skills appropriate to most electronic businesses and industries. Courses help prepare students for entry-level employment in industrial/ electronics maintenance. More than 75 percent of the student's time is spent in the lab with hands-on training exercises.

Graphic Communications

MCTI's Graphic Communications Program is run like a print shop. In this production environment, students develop job competencies, while operating specialized printing equipment to produce brochures, business cards, forms, and other printing for the school and various other organizations.

Grounds Maintenance and Landscaping

MCTI's Grounds Maintenance and Landscaping Program is run like a small grounds maintenance and landscaping business. Students are the crew and work as a team. Students gain actual experience on the school campus. They use power equipment and tools to mow and trim the lawn; trim and prune hedges and bushes; and plant trees, shrubs, and flowers. In the winter months, they are exposed to snow and ice removal using plows and a variety of hand tools. The "crew" maintains the equipment used.

Machine Technology

MCTI's Machine Technology Program runs like a small machine shop. Students are taught to run various machines including manual lathes, milling machines, and grinders. Students use hand tools to layout, finish, fit, and assemble parts. Students also learn setup and operation of CNC turning and machining centers. Advanced students learn to use CAD/CAM software such as AutoCAD, Solidworks, and Bobcad/CAM to generate G-code for CNC machining.

Office Automation

MCTI's Office Automation Program has a well-equipped office automation lab that provides a realistic setting for up-to-date, hands-on training. Students spend approximately 30 hours a week maintaining and repairing office management systems, computers, copiers, printers, cash registers, fax machines, and other office equipment. Depending on interest and ability, students may also learn webpage design and basic computer programming.

Pharmacy Aide

MCTI's Pharmacy Aide Program students acquire essential customer service skills needed to interact professionally with pharmacy customers, co-workers, and other healthcare professionals. Students practice using medical and pharmaceutical terminology and performing pharmacy related calculations. They also receive hands-on experience related to cashiering and inventory management in the on-campus store – the Eagle Shack. During the second term, students receive additional training (externship) at a pharmacy

Retail Marketing

MCTI's Retail Marketing Program operates the Eagle Shack, the on-campus store. Students learn customer service/personal selling, cash handling, inventory control, merchandising, and promotion/advertising.

CAREER READINESS CENTER (CRC)

MCTI provides evaluations and remediation services to give students the necessary supports to successfully complete their program. The Career Readiness Center is comprised of four programs: Career Assessment Services, the Education Center, the Reading Clinic and Step-Up.

The CRC programs work together to offer a variety of assessments, structured programs and classes to potential and current vocational trade students. The CRC prepares students to enter a vocational trade program that matches their skills and interests and builds employability skills prior to entering the vocational trade program and/or the world of work.

Michigan Career and Technical Institute

For program information, please see
Michigan Career and Technical Institute
online at www.michigan.gov/mcti.

Saginaw Chippewa Tribal College

PROGRAM NAME	CIPCODE	TCH.	CREDIT	PROGRAM NAME	CIPCODE	TCH.	CREDIT
		CERT				CERT	
LEVEL - 3							
BUSINESS	52.0201		62				
LIBERAL ARTS	24.0199						
NATIVE AMERICAN STUDIES	05.0202						